

## HOW TO CORRECTLY COMPLETE THE QUALIFICATION QUESTIONNAIRE FORM

1. Use ONLY Blue or Black Ink pen that does not bleed or smear.
2. Respond to ALL questions – by completely filling in the circle under the correct answer with pencil. Do NOT mark the circle with an ‘✕’ or ‘✓’ mark – **regardless of whether the answer is a ‘yes’ or a ‘no’ response.**

CORRECT WAY TO FILL IN THE CIRCLE		●
INCORRECT WAY TO FILL IN THE CIRCLE		✕
INCORRECT WAY TO FILL IN THE CIRCLE		✓

3. Review the name and address information. Draw a single line through any incorrect information and print any corrections in the block where the address and name are found. Change only incorrect information.
4. Be sure to indicate your Current County or residence in the appropriate block. **Please Do NOT list the COUNTRY of residence.**
5. Question #7 should ONLY be answered if you answer ‘YES’ to either question #5 or #6. If both questions #5 and #6 are ‘NO’ – do not respond to question #7.
6. When responding to question #14, (*Grounds for Requesting Excuse*), there are only two (2) grounds available. All others will be considered at the time a summons is issued. If either of the two categories listed under the circles apply to you – fill in the appropriate circle. Excuse requests based on health reasons of the prospective juror, should be responded to in Question #8 on the left of this form, with further explanation provided on the back as directed. Do NOT mark circle #8 in **this** section. Do NOT mark circle #3 through #10 in this section – they do not refer back to other questions on the form. Some federal courts have up to 10 categories for requesting excuse. *The Middle District of North Carolina has only 2 categories.*
7. Be sure to sign your name.
8. Indicate the date the form was completed and signed to the right of your signature in the appropriate space.
9. Mail the form back in the enclosed pre-addressed postage-paid envelope. If the business reply mail envelope is not available you should mail the completed form to:  
U.S. District Court  
Office of the Clerk  
324 W. Market Street  
Greensboro, NC 27401-2544  
Attn: JURY SECTION
10. If you currently permanently reside outside of the Middle District – you must submit proof of your permanent residence – by copy of your current valid driver license or other state or federal photo id. Utility bills, rental agreements, tax bills, paycheck stubs, etc. are not considered valid proof of permanent residence. If you are not a U.S. Citizen, you must submit a copy of documentation such as your “Green Card” or resident alien status or non-citizen worker paperwork, so that your name can be removed as a potential juror for this federal court.



# United States District Court

MIDDLE DISTRICT OF NORTH CAROLINA  
U. S. District Court - MDNC  
L. Richardson Preyer Courthouse  
324 West Market Street  
Greensboro, NC 27401-2544

## Important Directions:

Save time and money by completing this form on the court's website.

[www.ncmd.uscourts.gov](http://www.ncmd.uscourts.gov)

If completing a paper copy:

- Use a blue or black ink pen.
- Make solid marks that fill the oval completely.
- Do not write in margins nor in "official use only" areas.

FOR OFFICIAL USE

Jurors  
Please Do Not Write In This Space

Q ☐  
X ☐  
E ☐  
D ☐

Right ☐ Wrong ☒

County You Now Live In

Durham



100225019

**TO:** If your name and permanent address are not correct, please make corrections here.

Participant #

100225019

JANE Q. PUBLIC Doe  
226 ELM STREET APT 2-D 333 Maple Ave.  
GREENSBORO, NC 27401 Durham, NC  
27707-4119

Home Cell Phone

336-1234567

Work Phone (Home)

919-7654321

Email

janeqdoe050@yahoo.com

## JUROR QUALIFICATION QUESTIONNAIRE

Please Read Letter On Other Side Before Completing

If another person fills out the form, please indicate that person's name, address and reason why in the "Remarks" section.

Fill In Completely Your Response To Each Question.

1. Are you a citizen of the United States? Yes ☒ No ☐

2. Are you 18 years of age or older? Yes ☒ No ☐

Date of Birth: Give your age 59  
Month 03 Day 30 Year 1958

3. Has your primary residence for the past year been in this state? Yes ☒ No ☐

If "No", show under Remarks on reverse the names of other counties or states of primary residence during the past year and show dates.

4. a. Do you speak the English language? Yes ☒ No ☐

b. Do you read, write, and understand the English language with a degree of proficiency sufficient to complete this questionnaire? Yes ☒ No ☐

c. Did you provide remarks on the back of this form to explain your answers to part "a" or part "b" of this question? Yes ☐ No ☒

If your answer to No. 5 or 6 is "Yes" please see notes to Questions 5 and 6 on reverse side.

5. Are any charges now pending against you for a violation of state or federal law punishable by imprisonment for more than one year? Yes ☐ No ☒

6. Have you ever been convicted, either by your guilty or nolo contendere plea or by a court or jury trial, of a state or federal crime for which punishment could have been more than one year in prison? Yes ☐ No ☒

7. (If "Yes"), Were your civil rights restored? (If "Yes", explain on the reverse side) Yes ☐ No ☒

8. Do you have any physical or mental disability that would interfere with or prevent you from serving as a juror? (If "Yes", please see notes to Question 8 on reverse side). Yes ☐ No ☒

9. Are you employed on a paid full time basis as a:

- a. Public official of the United States, state, or local government who is elected to public office or directly appointed by one elected to office Yes ☐ No ☒
- b. Member of any governmental police or regular fire dept. Yes ☐ No ☒
- c. Member in active service of the U.S. armed forces Yes ☐ No ☒

10. Are you Hispanic or Latino? Yes ☐ No ☒

11. Federal law requires you to indicate your race in order to avoid discrimination in jury selection. (See note on reverse side). Please fill in completely one or more circles that describe your race.

☐ Black/African American ☐ Asian ☒ American Indian/Alaska Native  
☒ White ☐ Native Hawaiian/Pacific Islander  
☐ Other (specify) \_\_\_\_\_

12. SEX: Male ☐ Female ☒

15. I declare under penalty of perjury that all answers are true to the best of my knowledge and belief.

SIGN HERE

Jane Q. Doe

Date

August 18, 2017

If your address changes after you have returned the questionnaire, please notify the court promptly by letter or post card, addressing it to "Attention: Jury Administrator."

## 13. OCCUPATION (See reverse side)

Are you now employed? Yes ☒ No ☐

Are you a salaried employee of the U.S. gov't? Yes ☐ No ☒

Your Usual Occupation, Trade, or Business

Dog Groomer

Your Employer's Name

Fluff & Puff Doggy Spa

Business or Employer's Address

333 Maple Ave., Durham NC 27707

## 14. Grounds For Requesting Excuse

(see Notes to Question 14 on other side).

DO NOT MARK BUBBLES 3 - 10 IN THIS SECTION!

This section describes certain categories of persons who may be excused from service as a juror. If you are a person in one of these categories listed below and you wish to be excused, fill in completely the oval for the number of your category listed below here:

Or, if you wish to serve, do not show anything here.

Persons showing a category of excuse which requires more information must give it on the other side under "Remarks".

1 ☐ 2 ☐  
3 ☐ 4 ☐  
5 ☐ 6 ☐  
7 ☐ 8 ☐  
9 ☐ 10 ☐

## ONLY THE TWO (2) CATEGORIES BELOW ARE FOR EXCUSE IN #14

(1) Persons over 70 years of age.

(2) A person who is currently serving as Volunteer Safety personnel, (Volunteer Safety personnel means individuals serving a public agency in an official capacity, without compensation, such as firefighters or members of a rescue squad or ambulance crew).

There are ONLY 2 (two) available selections for Grounds For Requesting Excuse under Section #14. They are as described above. **VERY IMPORTANT:** If you wish to be excused because you are currently at least 70 years of age fill in bubble #1 in section 14, and you must include your date of birth and age by question #2 on this form AND sign and date the form at the bottom of the page. If you are requesting excuse under option #2 as Volunteer Safety Personnel, you must provide the agency name, your title and/or job description and the title, name and contact information of the head of that agency.

Requests for **PERMANENT MEDICAL EXCUSE** should be noted at question #8 and a you must include with this completed qualification questionnaire, a current letter from your personal physician briefly detailing why your physician feels you should be permanently excused. Requests for **TEMPORARY MEDICAL** issues should be made only if you receive a summons and will NOT be considered at this time.

Any and All other excuse requests for hardships, vacations, student status, employment issues, transportation, etc., should be made only if and when you receive a summons and will NOT be considered at this time.